

## **Request for Application (RFA)**

RFA Number: -DELFIG08192013

Government of the District of Columbia  
Office of the State Superintendent of Education (OSSE)  
Division of Early Learning (DEL)

**Fiscal Year 2013**

**Pre-K Facility Improvement Grant – Division of Early Learning**

The Office of the State Superintendent of Education (OSSE), Division of Early Childhood Education (ECE) invites the submission of applications for funding through the District of Columbia Local Funds which are authorized by the Pre-Kindergarten Enhancement and Expansion Act of 2008.

**Late Applications Will Not Be Forwarded to the Review Panel.**

## **IMPORTANT DATES**

Issuance Date:	08/01/2013
Pre-Application Conference	08/13/2013
Closing Date:	08/19/2013
Closing Time:	3:30 pm
Award Announcement	08/28/2013
Grant Start Date	09/01/2013
Grant End Date	01/31/2014

# PRE-APPLICATION CONFERENCE

## ATTENDANCE IS RECOMMENDED

WHEN: Tuesday, August 13, 2013

WHERE: 810 First Street, NE  
9<sup>th</sup> Floor  
Conference Room 9014  
Washington, D.C. 20002

TIME: 12:30 EST – 2:00 pm

CONTACT: [OSSE.CompetitiveGrants@dc.gov](mailto:OSSE.CompetitiveGrants@dc.gov)

Or

Lilian Tetteh  
Grants Specialist  
(202) 727-5045  
[lilian.tetteh@dc.gov](mailto:lilian.tetteh@dc.gov)

Please RSVP to the OSSE no later than Monday, August 12, 2013 as seating is limited. You may RSVP to [OSSE.CompetitiveGrants@dc.gov](mailto:OSSE.CompetitiveGrants@dc.gov).

## Checklist for Applications

- ☐ The Applicant organization/entity has responded to all sections of the Request for Applications (RFA).
- ☐ The Applicant Profile contains all the information requested.
- ☐ The Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes are complete and contain the requested information.
- ☐ The Work Plan is complete.
- ☐ The Program Budget is complete. The budget narrative is complete and describes the category of items proposed.
- ☐ The Budget and Funding Information is complete.
- ☐ The Applicant has read and signed the Statement of Confidentiality, and has submitted signed copies for all staff who will work on this project.
- ☐ Uploaded documents (where applicable) are formatted on 8 ½ by 11-inch paper and double-spaced and uses Times New Roman or Courier 12 point-type font for body text, with one-inch margins.
- ☐ The application narrative **MUST** not exceed 25 pages, attachments and appendices do not count against the application narrative page limit of 25 pages. Application narratives exceeding 25 pages will be disqualified from being reviewed.
- ☐ The application format conforms to the guide listed in Section III, Application Format, listed on page 13 of the RFA.
- ☐ The application is submitted electronically to Office of the State Superintendent of Education, Division of Early Learning <https://osse.sp.dc.gov/osse/ogmc/public/SitePages/Home.aspx> no later than **3:30 p.m. EST**, on the deadline date of **August 19, 2013**.

## TABLE OF CONTENTS

### REQUEST FOR APPLICATIONS

## TABLE OF CONTENTS

<b>SECTION I: GENERAL INFORMATION .....</b>	<b>7</b>
Introduction.....	7
Eligible Organizations/Entities .....	7
Source of Grant Funding.....	8
Award Period .....	8
Grant Awards and Amounts.....	8
Terms and Conditions.....	9
Anti-Deficiency Considerations.....	9
Use of Funds .....	9
<b>SECTION II: PROGRAM SCOPE.....</b>	<b>9</b>
Instructions to Applicants .....	10
Evaluation Criteria.....	10
Use of Funds .....	12
Facilities Improvement.....	12
Award.....	12
Monitoring.....	12
Reporting Requirements .....	12
<b>SECTION III: APPLICATION FORMAT .....</b>	<b>13</b>
Description of Application Sections .....	14
Program Budget and Budget Narrative .....	15
Certifications, Licenses, Assurances and Acknowledgement.....	16
Appendices.....	16

<b>SECTION IV: APPLICATION SUBMISSION.....</b>	<b>18</b>
Submission Date and Time .....	18
<b>SECTION V: REVIEW AND SCORING OF APPLICATIONS .....</b>	<b>19</b>
Review Panel .....	19
Scoring Criteria .....	19
<b>SECTION VI: LIST OF ATTACHMENTS.....</b>	<b>21</b>
Applicant Profile.....	22
Certifications, Licenses, and Assurances.....	25
Acknowledgement of District and Federal Statutes.....	29
Work Plan .....	32
Budget Form.....	33
Statement of Confidentiality.....	34

## **SECTION I: GENERAL INFORMATION**

### **Introduction**

The Office of the State Superintendent of Education (OSSE), formerly known as the State Education Office (SEO), is a high-performing, transparent agency that sets proactive policies, exercises vigilant oversight, and directs resources that guarantee residents educated in the District of Columbia are among the highest performers in the nation; fully prepared for successful postsecondary learning and employment in the creative economy. The OSSE launched its official name change on June 12, 2007, and was created by the District of Columbia Public Education Reform Act of 2007 (DC Act 17-38). As the State Education Agency for DC, the OSSE sets statewide policies, provides resources and support, and exercises accountability for ALL public education in DC.

OSSE provides leadership and coordination to ensure that all District of Columbia children, from birth to kindergarten entrance, have access to high quality early childhood development programs and are well prepared for school. OSSE works to develop an effective early childhood education system by implementing high standards for programs and professionals, creating supports to meet standards, adhering to rigorous accountability measures, engaging community stakeholders and securing strong financial supports. To this end, government funding opportunities, such as the Facility Improvement Grant- Early Childhood Education, intends to promote improving the quality of child care service throughout the District.

This quality improvement program is designed to help individual child development home providers, un-awarded or first-time community-based organizations (CBOs) and family child care providers understand the factors that determine quality and strengthen those elements within their settings. Support of this magnitude is often requested and such requests demonstrate a need for improved and enhanced facilities within the child care community. This RFA is for facility improvements and will consider applications that cover the following categories:

- Expansion;
- New development and pre-development; and
- Renovation, repair, and move-in.

The Pre-K Facilities Improvement Grant RFA will be available beginning August 1, 2013. Each grant is awarded for up to 1 year. The individual grant amounts will be up to \$25,000. The grant program will be based on funding availability.

### **Eligible Organizations/Entities**

An organization/entity meeting one of the following criteria is eligible to apply for the Pre-K Facility Improvement Grant Funds under this Request for Applications.

- Child Care Home providers
  - Must be licensed through OSSE
  - Serving three (3) or more Pre-K aged children
- Organizations with a child care center
  - Must have a licensed classroom that serves Pre-K aged children
  - First time applicants OR
  - Organizations that have never been awarded a Pre-K Assistance Grant nor a Pre-K Incentive Classroom Grant
- Providers that are subsidy recipients are eligible to apply if they are in compliance with all mandated certifications and regulations as stipulated in their provider agreement(s)
  - Must have a licensed classroom that serves Pre-K aged children
- **Individuals are not eligible to apply.**

Each applicant should provide evidence to show that it has resources and management procedures sufficient to implement the proposed project, as well as exercise project accountability. Please note that entities with licensing infractions are not eligible to apply.

### **Source of Grant Funding**

Funding for the Pre-K Facilities Improvement Grant Program is made available through the District of Columbia Local Funds authorized by the Pre-Kindergarten Enhancement and Expansion Act of 2008. Grantees will be subject to requirements set forth in District of Columbia statutes and any accompanying regulations. The OSSE/DEL maintains the right to adjust the grant award and amount based on funding availability. Funding for the award is contingent on continued availability of funds. This Request for Applications (RFA) does not commit the OSSE/DEL to make an award.

### **Award Period**

Grants under this Program will be awarded for up to five (5) months. The award period will be for five (5) months, beginning September 1, 2013 and ending January 31, 2014. Provided the applicant successfully meets the performance objectives, the Office of the State Superintendent of Education may extend the terms of this grant. The total duration of this grant, including any continuations under this provision, shall not exceed twelve (12) months.

### **Grant Awards and Amounts**

The OSSE/DEL seeks to fund multiple grant awards with **funding up to a maximum of \$25,000**. Should a Grantee fail to achieve the stated goals and objectives described in the individual proposal under this Application, the Grantee may be subject to penalties that include but are not limited to loss of funding, suspension or termination.



The OSSE/DEL has made no determination of a set number of awards. The OSSE/DEL may enter into negotiations with an Applicant and adopt a firm funding amount or otherwise revise the Applicant's proposal.

The OSSE/DEL also reserves the right to cancel this solicitation and to not award any grant for this requirement. The OSSE/DEL reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA or to rescind the RFA.

The OSSE/DEL shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicants must agree that all costs incurred in developing the application are the Applicant's sole responsibility.

The OSSE/DEL also reserves the right to accept or deny any or all applications if the OSSE/DEL determines it is in the best interest of the Agency to do so. The OSSE/DEL shall notify the Applicant if it rejects that Applicant's proposal. OSSE/DEL may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulations or requirement.

### **Terms and Conditions**

If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control and it shall be the responsibility of the Applicant to ensure compliance.

### **Anti-Deficiency Considerations**

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 D.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

### **Use of Funds**

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA and included in the Applicant's submission.

## **SECTION II: PROGRAM SCOPE AND OBJECTIVES**

Pre-K Facility Improvement Grant funds must be spent to improve District of Columbia community based organizations serving Pre-K aged. As such, applicants must provide copies of leases, use agreements, or other occupancy agreements.

The building may need improvements such as improvements to building systems to meet fire and safety needs (sprinklers, ramps, etc.), or the creation of new or improved resources (playground

equipment, privacy fences, landscape, etc.). Such projects are eligible, particularly for facilities with long-term leases. The following factors convey the program scope and objectives expected to assist OSSE in fulfilling its mission:

1. The Pre-K Facility Improvement Grant – Early Childhood Education is a one-time funding opportunity for Child Care Providers interested in securing funding for improvements and enhancements to their child care facility(s).
2. The application should account for the current provider capacity, past improvements and enhancements -- the type, costs, and impact, if any; increases to enrollment over a the period of operation,
3. The application should fully explain the conditions in which the current facility(s) are found, as well as a thorough justification outlining the needs for the new space and a sustainability plan.
4. A method for monitoring and evaluating how well the facility improvement and/or enhancements affected the quality of service provided

### **Instructions to Applicants**

Eligible entities interested in submitting an application for consideration of this funding opportunity should follow the following instructions:

### **Evaluation Criteria**

#### ***Criterion A: Location Identification***

Describe the location that requires improvement and explain the duration of lease or use agreement.

***Criterion B: Reasonableness of Project Scope*** – The proposed investment in the building is reasonable given the duration of the lease or use agreement.

***Justification of Need*** – Demonstrate a thorough facility assessment and estimated cost of improvements. The demonstration of the improvements supports a Section of the New Child Development Facility Regulations as published in Vol. 54 – No. 17 Friday, April 27, 2007 District of Columbia Register. The section number and description must clearly be highlighted in the applicant’s program narrative.

[http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/611\\_Licensing\\_Regulations\\_29\\_DCMR\\_3.pdf](http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/611_Licensing_Regulations_29_DCMR_3.pdf)

#### ***Criterion C: Public Benefit***

The proposed project maximizes the benefit of the grant dollars, by combining other public and/or private grant dollars, loans and/or in-kind support to make the project successful. Note: While the grant does not require a match, preference points are awarded to applicants that combine multiple funds to make facility improvements.

### ***Criterion D: Project Plan***

Include a current facility assessment that outlines the condition of the current location as well as the financial obligation of the CBO/ Family Child Home provider to the current location. The location is to handle enrollment growth (square footage, specialty needs, children per classroom, unused space, etc.). This assessment is then clearly tied to a needs-based statement for this grant funds.

Describe the suitability of the site and project as an educational facility, in terms of quality, space utilization, amenities, and affordability. Include a floor plan/space utilization plan, indicating the types of spaces included in the plan, such as classrooms, resource rooms, admin space, playground, therapy rooms, etc. Include data about the square footage of the site, the project and each room. Indicate the number of square feet available per student.

Provide a description of the project and development team that indicates the applicant's capacity to carry out the project. Please provide a list and resumes of all professionals who will be assisting with the project including design, construction, engineering, etc.

Describe at what stage the project is at currently. Provide a timeline for the project from conception to completion.

### ***Criterion E: Financial Feasibility***

Describe the process for determining cost estimates, financing estimates and any other economic assumptions.

#### **Priority will be given to:**

1. **Leverage:** Proposals that leverage significant private financing, other governmental or philanthropic funds;
2. **Vision:** Proposals that indicate long term strategic planning and vision on the part of the Grantee;
3. **Environmentally Friendly:** Proposals that create energy efficiencies or otherwise generate long term savings for the CBO/Family Child Home provider and proposals that utilize environmentally friendly building techniques.

## **Allowable Uses of Funds**

Acquisition	NO
Lease Payments	NO
New Construction	NO
Major Renovation	NO
Minor Renovation	YES
General facility operating support	NO
Systems upgrades	YES
New resource rooms, labs, athletics, etc.	YES
Feasibility studies, pre-development and other similar “soft” costs	YES
Mixed use facilities	NO

## **Facilities Improvement**

- Improvements to meet the Americans with Disabilities Act accessibility requirements (access to building, drinking fountains, outdoor play space, classroom and therapy areas, etc.)
- Equipment repairs/replacement
- Refurbishing Pre-K classrooms (painting, flooring, etc.)
- Toilets and sinks
- Tables, chairs, shelving, cubbies
- Play units (slides, climbers, climbing gyms, etc.)
- Changing stations
- Laundry rooms
- Storage areas
- Improvements to meet DCMR 29 Facilities Requirements

## **Award**

The grant awards will be available through January 31, 2013. Provided the applicant successfully meets the performance objectives, the Office of the State Superintendent of Education may extend the terms of this grant. The total duration of this grant, including any continuations under this provision, shall not exceed twelve (12) months.

## **Monitoring and Reporting**

The OSSE will monitor grant recipients through site visits and review of financial reports. The purpose of these semiannual reports is to demonstrate that substantial progress has been made toward meeting the plans outlined in the grant application.

Timely submission of these monthly reports is essential to ensure compliance with State protocol in managing this grant. All applicants are strongly encouraged to review and evaluate their organizational capacity to meet these reporting requirements. Failure to submit timely monthly reports may result in delayed award payments and possible suspension of the grant award.

### III: APPLICATION SUBMISSION FORMAT

**Please be aware that this is an updated process.** Applicants are now required to follow the format below.

Organizations submitting **multiple applications** will state, in a preliminary email with the subject line, *(name of organization) Facility Improvement Grant Application Notification*, the number of applications and unique number identifier for each application. For example,  
*(Name of organization) Facility Improvement Grant Application (SITE NAME)1*  
*(Name of organization) Facility Improvement Grant Application (SITE NAME)2*

Prepare all application information prior to submission. The application submission process must be completed in one sitting; a saving feature *is not* available. It is recommended that all the required and supplementary documents be prepared and edited before accessing the web-based application.

1. Access the application by visiting the website  
<https://osse.sp.dc.gov/osse/ogmc/public/SitePages/Home.aspx>.
2. Input a unique identifier for your organization:
  - a. DUN number (if applicable)
  - b. FIN number (if applicable)
  - c. Create a unique identifier (for organizations or home providers without a DUN or FIN)
3. Complete the Applicant Profile fields for your organization.
4. Attach the required documents labeled exactly as appears below in the “REQUIRED DOCUMENTS” section.
5. Attach the supplementary documents labeled exactly as appears below in the “SUPPLEMENTARY DOCUMENTS” section. **Note:** Supplementary documents are not required but are used to support your application.
6. Review your application for accuracy and completeness. Make necessary edits and, if complete, click “SUBMIT.”
  - a. Incomplete applications will not be reviewed

#### REQUIRED DOCUMENTS

- “1\_(Organization Name)\_Table\_of\_Contents”
- “2\_(Organization Name)\_Application\_Summary”
- “3\_(Organization Name)\_Project\_Narrative”
- “4\_(Organization Name)\_Work\_Plan”
- “5\_(Organization Name)\_Budget\_Form”
- “6\_(Organization Name)\_Budget\_Narrative”
- “7\_(Organization Name)\_A-133\_Report” (if applicable)
- “8\_(Organization Name)\_Statement\_of\_Confidentiality”
- “9\_(Organization Name)\_Acknowledgement\_of\_District\_and\_Federal\_Statutes”
- “10\_(Organization Name)\_Certifications\_Licenses\_and\_Assurances”
- “11\_(Organization Name)\_Separation\_of\_Duties”
- “12\_(Organization Name)\_Conflict\_of\_Interest”
- “13\_(Organization Name)\_Documentation\_of\_Organizational\_Status”
- “14\_(Organization Name)\_Clean\_Hands”
- “15\_(Organization Name)\_DC\_Childcare\_License”

“16\_(Organization Name)\_Prior\_Year\_Audit\_Statement”  
OR (if applicable)  
“17\_(Organization Name)\_Organizational\_Budget”  
“18\_(Organization Name)\_Income\_Statement”  
“19\_(Organization Name)\_Balance\_Sheet”  
“20\_(Organization Name)\_Lease\_Ownership\_Document”

## SUPPLEMENTARY DOCUMENTS (OPTIONAL)

“21\_(Organization Name)\_Evaluation\_Plan”  
“22\_(Organization Name)\_Budget\_and\_Funding\_Information”  
“23\_(Organization Name)\_Organizational\_Chart”  
“24\_(Organization Name)\_Board\_of\_Directors\_List”  
“25\_(Organization Name)\_Staffing\_Plan”  
“26\_(Organization Name)\_Collaboration\_Commitment\_Form”  
“27\_(Organization Name)\_Letters\_of\_Support”  
“28\_(Organization Name)\_Staff\_Resumes”  
“29\_(Organization Name)\_Floor\_Plan”  
“30\_(Organization Name)\_Job\_Descriptions”  
“31\_(Organization Name)\_Head\_Start\_Agreement”  
“32\_(Organization Name)\_Other\_IRS”  
“33\_(Organization Name)\_Other\_Documents”

Review your application for accuracy and completeness. Make necessary edits and if complete click “SUBMIT.” Incomplete sections of the application will be highlighted in red and must be addressed to complete the application.

## Application Content Overview

Applicants are required to follow the format below.

The application narrative page limitations include the following documents:

- Executive Summary (*2 page maximum, approximately 1,220 words* )
- Table of Contents (*Excluded from page total*)
- Project Description (*maximum 20 pages, approximately 12,200 words*)
- Project Financial Information, Budget Narrative, and Operating Budget (*maximum 3 pages, approximately 1,830 words*)

**Note:** *Total application pages cannot exceed 25 pages. Applications over the 25 page limit will be disqualified from being review.*

## APPLICATION DOCUMENTATION INFORMATION AND DESCRIPTIONS

### Applicant Profile (not included in 25 page limit)

The Applicant Profile section identifies the organization and project contact information.

**Format:** Input the requested data in the fields.

### Table of Contents (not included in 25 page limit)

The Table of Contents outlines the documents included for the application.

**Format:** Upload a PDF document to fulfill this requirement.

**Application Summary** (2 page maximum, approximately 1,220 words)

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application

**Format:** Upload a PDF document to fulfill this requirement.

**Project Narrative** (20 page maximum or approximately 12,200 words)

Please provide a full project description of your project that addresses the following:

- Organization
- Need
- Target Population:
- Objectives
- Services
- Technical Assistance and Comprehensive Health Support Services
- Qualification and Experience

**Format:** Upload a PDF document to fulfill this requirement.

**Work Plan** (see instructions referenced in Section VI; not included in 25 page limit)

The Work Plan is a timeline that lists measurable objectives, activities that meet those objectives, and projected completion dates.

**Format:** Upload a PDF document to fulfill this requirement.

**Budget Form** (see instructions referenced in Section VI)

The Budget Form totals the projected cost amount for expenditures and details the grant funds and matching funds.

**Format:** Upload a PDF document to fulfill this requirement.

**Budget Narrative** (1 page maximum)

The Budget Narrative is a brief description of the category of items proposed in the Budget Form. Descriptions should identify need and justification of grant funds for expenditures.

**Format:** Upload a PDF document to fulfill this requirement.

**A-133 Report (NEW)**

The A-133 audit document is an audit statement required for sub-recipients or grantees who expend \$500K or more in a year. Not applicable for Child Development Homes providers.

**Format:** If applicable please upload a PDF document to fulfill this requirement.

**Statement of Confidentiality** (see instructions referenced in Section VI)

**Format:** Upload a PDF document to fulfill this requirement.

**Acknowledgement of District and Federal Statutes** (see instructions referenced in Section VI)

**Format:** Upload a PDF document to fulfill this requirement.

**Certifications Licenses and Assurances** (see instructions referenced in Section VI)

If the Applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications, Licenses, and Assurances and Acknowledgement.

**Format:** Upload a PDF document to fulfill this requirement.

**Separation of Duties** (see instructions referenced in Section VI)

Please describe your separation of duties policy. This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled such as assets handling, book keeping, and transaction comparison or review.

**Format:** Upload a PDF document to fulfill this requirement.

**Conflict of Interest** (see instructions referenced in Section VI)

Conflict of Interest Policy: A conflict of interest policy consists of a set of procedures to follow to avoid the possibility that those in positions of authority over an organization may receive undue advantages or inappropriate benefits. This document shall be agreed upon and signed by all board members.

**Format:** Upload a PDF document to fulfill this requirement.

**Documentation of Organizational Status**

Documentation of organizational status (e.g. Tax Exemption Letter). Not applicable for Child Development Homes.

**Format:** If applicable, please upload a PDF document to fulfill this requirement.

**Clean Hands**

The Certificate of Clean Hands must be completed and submitted to the District of Columbia - Office of Tax and Revenue. ***Please be aware, processing will take approximately seven (7) to fourteen (14) business days.***

**Format:** Upload a PDF document to fulfill this requirement.

**DC Childcare License**

The District of Columbia Child Care License identifies the applicant as a licensed child care provider in the District of Columbia.

**Format:** Upload a PDF document to fulfill this requirement.

**Recent Audit Statement**

A copy of the most recent audited financial statements. Not applicable for Child Development Homes providers.

**Format:** Upload a PDF document to fulfill this requirement.

**OR**

If the organization is new and does not have an audited financial statement, the organization should submit an Organizational Budget, Income Statement, and a Balance Sheet.

**Organizational Budget** (1 page maximum, approximately 610 words)

**Format:** Upload a PDF document to fulfill this requirement.



**Income Statement**

**Format:** Upload a PDF document to fulfill this requirement.

**Balance Sheet**

**Format:** Upload a PDF document to fulfill this requirement.

**Lease Ownership Document**

A copy of a lease, use agreement or deed demonstrating authority to make facility improvements.

**Format:** Upload a PDF document to fulfill this requirement.

**Evaluation Plan** (see instructions referenced in Section VI)

The Evaluation Plan outlines the objectives and resources that will lead to specific outcomes.

**Format:** Upload a PDF document to fulfill this requirement.

**Budget and Funding Information**

The Budget and Funding Information section lists all District of Columbia and Federal Government agencies the organization has received funding from within the last 5 years.

**Format:** Upload a PDF document to fulfill this requirement.

**Organizational Chart** (see instructions referenced in Section VI)

The Budget and Funding Information section lists all District of Columbia and Federal Government agencies the organization has received funding from within the last 5 years.

**Format:** Upload a PDF document to fulfill this requirement.

**Board of Directors List** (see instructions referenced in Section VI)

The Board of Directors List lists the members of the board of directors and identifies additional details and roles.

**Format:** Upload a PDF document to fulfill this requirement.

**Staffing Plan** (see instructions referenced in Section VI)

The Staffing Plan lists key individuals, their title and other position details.

**Format:** Upload a PDF document to fulfill this requirement.

**Collaboration Commitment Form** (see instructions referenced in Section VI)

Applicant organizations/entities pursuing this opportunity as a collaborative effort will complete and submit a Collaboration Commitment Form for each collaborative partner.

**Format:** Upload a PDF document to fulfill this requirement.

**Letters of Support**

**Format:** If applicable, upload a PDF document to fulfill this requirement.

**Staff Resumes**

**Format:** If applicable, upload a PDF document to fulfill this requirement.

**Floor Plan**

**Format:** If applicable, upload a PDF document to fulfill this requirement.

**Job Descriptions**

**Format:** If applicable, upload a PDF document to fulfill this requirement.

**Head Start Agreement**

**Format:** If applicable, upload a PDF document to fulfill this requirement.

**Other IRS**

**Format:** If applicable, please upload a PDF document to fulfill this requirement.

**Other Documents**

Other documents referenced in the RFA that support an application.

**Format:** If applicable, upload a PDF document to fulfill this requirement.

## **IV: APPLICATION SUBMISSION**

**Submission Date and Time**

In order to be considered for funding, applications must be received no later than **August 19, 2013, 3:30 p.m. EST**. All applications must be submitted electronically to the Office of the State Superintendent of Education, Division of Early Learning to <https://osse.sp.dc.gov/osse/ogmc/public/SitePages/Home.aspx> no later than **3:30 p.m. EST**, on the deadline date of **August 19, 2013**.

Applications received **after 3:30 p.m. EST** on August 19, 2013 **will not** be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission. **Note:** applications received via hand delivery, courier or mail will not be accepted, and only signed electronic copies will be accepted.

**Confirmed Receipt**

Upon successful application submission by the deadline, an email confirming receipt will be sent to the Contact Person indicated in the Applicant Profile section.

## V: REVIEW AND SCORING OF APPLICATIONS

### Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in early childhood, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each Applicant's proposal against established scoring criteria. Upon completion of review, the panel shall make recommendations for an award based on the scoring process. OSSE/DEL shall make the final funding determination.

### Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the specific scoring criteria shown in Table 1 below:

**Table 1: Scoring Criteria**

	Scoring Criteria	Points
<b>A</b>	<b><i>Location Identification</i></b>	
	Describe the location that requires improvement and explain the duration of lease or use agreement.	10
	<b>Total</b>	<b>10</b>
<b>B</b>	<b><i>Reasonableness of Project Scope</i></b>	
	The proposed investment in the building is reasonable given the duration of the lease or use agreement.	10
	<b><i>Justification of Need</i></b> – Demonstrate a thorough facility assessment and estimated cost of improvements. The demonstration of the improvements supports a Section of the New Child Development Facility Regulations as published in Vol. 54 – No. 17 Friday, April 27, 2007 District of Columbia Register. The section number and description of regulation that is being supported by your proposed improvement must clearly be highlighted in the applicant's program narrative. <a href="http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/611_Licensing_Regulations_29_DCMR_3.pdf">http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/611_Licensing_Regulations_29_DCMR_3.pdf</a>	20
	<b>Total</b>	<b>30</b>
<b>C</b>	<b><i>Public Benefit</i></b>	
	The proposed project maximizes the benefit of the grant dollars, by leveraging other public and/or private grant dollars, loans and/or in-kind support.	5
	<b>Total</b>	<b>5</b>

<b>D</b>	Include a current facility assessment that outlines the condition of the current location as well as the financial obligation of the CBO to the current location. The location is to handle enrollment growth (square footage, specialty needs, children per classroom, unused space, etc.). This assessment is then clearly tied to a needs-based statement for this grant funds.	10
	Describe the suitability of the site and project as an educational facility, in terms of quality, space utilization, amenities, and affordability. Include a floor plan/space utilization plan, indicating the types of spaces included in the plan, such as classrooms, resource rooms, admin space, playground, therapy rooms, etc. Include data about the square footage of the site, the project and each room. Indicate the number of square feet available per student.	10
	Provide a description of the project and development team that indicates the applicant's capacity to carry out the project. Please provide a list and resumes of all professionals who will be assisting with the project including design, construction, engineering, etc.	15
	Describe at what stage the project is at currently. Provide a timeline for the project from conception to completion.	10
	<b>Total</b>	<b>45</b>
<b>E</b>	<b><i>Financial Feasibility</i></b>	
	Describe the process for determining cost estimates, financing estimates and any other economic assumptions.	10
	<b>Total</b>	<b>10</b>
	<b>Maximum Possible Score</b>	<b>100</b>

## **SECTION VI:**

## **LIST OF TEMPLATE DOCUMENTS**

- **Applicant Profile**
- **Certifications, Licenses, and Assurances**
- **Acknowledgement of District and Federal Statutes**
- **Work Plan**
- **Budget**
- **Statement of Confidentiality**

# Applicant Profile

Place this form at the front of the application.

Program:\_\_\_\_\_ Date of Submission:\_\_\_\_\_

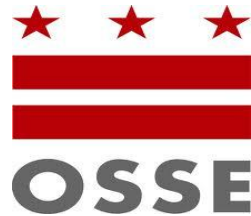
<b>ORGANIZATION</b>	<p>Organization Name:_____</p> <p>Phone Number:_____ Fax:_____</p> <p>Physical Address of Project Site:_____</p> <p>City:_____ State:_____ Zip:_____ Ward:_____</p> <p>E-Mail Address:_____</p> <p>Federal Tax Identification No.:_____</p> <p>D-U-N-S. No.:_____</p> <p>Budget -Total Funds Requested: \$_____</p>
<b>CONTACT PERSON</b>	<p>Contact Name:_____ Title:_____</p> <p>E-Mail Address:_____</p> <p>Phone Number:_____ Fax Number:_____</p> <p>Address:_____</p> <p>City:_____ State:_____ Zip:_____</p>
<b>MAIL REIMBURSEMENT TO</b>	<p>Contact Name:_____ E-Mail Address:_____</p> <p>Phone Number:_____ Fax Number:_____</p> <p>Address:_____</p> <p>City:_____ State:_____ Zip:_____</p>

<b>CONTACT INFORMATION</b>	<p>Site Name: _____</p> <p>Site Address: _____</p> <p>City: _____ State: _____ Zip: _____ Ward: _____</p> <p>Site Phone Number: _____ Site Fax: _____</p> <p>Contact Person: _____ Title: _____</p> <p>E-Mail Address: _____</p> <p>Mail Address of Site <b>(If different than above)</b></p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____ Ward: _____</p>								
<b>CLASSIFICATION</b>	<p><b>Type of Applicant</b></p> <table border="0"> <tr> <td><input type="checkbox"/> Child Care Center</td> <td><input type="checkbox"/> Faith Based</td> </tr> <tr> <td><input type="checkbox"/> Head Start</td> <td><input type="checkbox"/> Non-Profit</td> </tr> <tr> <td><input type="checkbox"/> DC Public Schools</td> <td><input type="checkbox"/> Profit</td> </tr> <tr> <td><input type="checkbox"/> DC Public Charter School</td> <td><input type="checkbox"/> Child Home Provider</td> </tr> </table> <p>Accreditation    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>If yes, what accrediting Body</b></p> <p><input type="checkbox"/> National Association for the Education of Young Children</p> <p><input type="checkbox"/> Council of Accreditation</p> <p><input type="checkbox"/> Other _____ (Specify)</p> <p>Contact Person: _____</p>	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Faith Based	<input type="checkbox"/> Head Start	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> DC Public Schools	<input type="checkbox"/> Profit	<input type="checkbox"/> DC Public Charter School	<input type="checkbox"/> Child Home Provider
<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Faith Based								
<input type="checkbox"/> Head Start	<input type="checkbox"/> Non-Profit								
<input type="checkbox"/> DC Public Schools	<input type="checkbox"/> Profit								
<input type="checkbox"/> DC Public Charter School	<input type="checkbox"/> Child Home Provider								

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<b>AUTHORIZED TO SIGN GRANT AWARD (GAN)</b>	Authorized Name: _____ Title: _____ E-Mail Address: _____ Phone Number: _____ Fax Number: _____															
<b>SIGNATURES</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; border-bottom: 1px solid black; height: 40px;"></td> <td style="width: 33%; text-align: center; border-bottom: 1px solid black; height: 40px;"></td> <td style="width: 33%; text-align: center; border-bottom: 1px solid black; height: 40px;"></td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">Title</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="text-align: center; border-bottom: 1px solid black; height: 40px;"></td> <td style="text-align: center; border-bottom: 1px solid black; height: 40px;"></td> <td style="text-align: center; border-bottom: 1px solid black; height: 40px;"></td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">Title</td> <td style="text-align: center;">Date</td> </tr> </table>				Signature	Title	Date							Signature	Title	Date
Signature	Title	Date														
Signature	Title	Date														





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### **Certifications, Licenses and Assurances**

#### **Financial Records**

All sub-Grantee fiscal records are to be kept in accordance with **Generally Accepted Accounting Principles (GAAP)** and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.

#### **Overdue Taxes**

Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums.

#### **Administrative and Financial Capability**

Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

Applicant is a financially viable organization not subject to federal liens or bankruptcy proceedings;

Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549,

"Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency.

### **Implementation Capability**

That the Applicant has the proposed financial resources and the necessary production, construction, and technical equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;

Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;

That the Applicant has a satisfactory performance record performing similar activities as detailed in the award;

The Applicant has a satisfactory record of integrity and business ethics;

The Applicant has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

The Applicant is in compliance with the applicable District licensing and tax laws and regulations;

The Applicant's child development facility has a current, valid license, no pending Notices of Infractions, no Fire Code Violations, and no unresolved complaints against the facility;

The Applicant has conducted Criminal Background Checks for all staff. Staff is in compliance with immunization requirements.

### **Misconduct Certifications**

The Applicant is required to disclose in a written statement, the truth of which is sworn or attested to by the Applicant, whether the Applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:

- Been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the Applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- Been the subject of legal proceeding arising directly from the provision of services by the organization. If the response is in the affirmative, the Applicant shall fully describe any such indictments, charges, convictions or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

### **Assurances**

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87A-110, A-122, A-128, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the Applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, *et. seq.*).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records,

books, papers, or documents related to the grant.

7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.

8. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

9. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

10. It will comply, and all its contractors will comply, with: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.

11. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.

12. It will provide an Equal Employment Opportunity Program, if required to maintain one, where the application is for \$500,000 or more.

## **Applicable District and Federal Statutes and Regulations Acknowledgement**

*The Grantee shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time including but not necessarily limited to:*

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 *et seq.*)
- Title II of the Americans with Disabilities Act
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 *et seq.*)
- Rehabilitation of the Handicapped Act (Section 504)
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a *et seq.*)
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. 201 *et seq.*)
- The Clean Air Act (Sub grants over \$100,000) Pub. L. 108-20 I, February 24, 2004 (42 USC cha. 85 *et seq.*)
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 *et seq.*)
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. 201)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 *et seq.*)
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 *et seq.*)
- Military Selective Service Act of 1973
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)

- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 *et seq.*)
- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 *et seq.*)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code §2-1401.01
- Title VI of the Civil Rights Act of 1964
- District of Columbia Language Access Act of 2004, DC Law 15 - 414, (D.C. Official Code § 2-1931 *et seq.*)
- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)
- Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.1 *et seq.*, 2005 Supp., as amended)
- District of Columbia Living Wage Act of 2006, D.C. Law 16-118 (D.C. Official Code §2-220.01 to .11)
- District of Columbia Day Care Policy Act of 1979, as amended, effective September 19, 1979, D.C. Law 3-16; D.C. Official Code §§ 4-401(4), and 4-413) (2008 Repl.)
- District of Columbia Child Development Facilities Regulation Act of 1998, as amended, effective April 13, 1999, D.C. Law 12-215, D.C. Official Code § 7-2036(b) (2008 Repl.)
- Prevention of Child Abuse and Neglect Act of 1977 (D.C. Official Code § 16-2363)
- Pre-K Enhancement and Expansion Amendment Act of 2008

- United States Departments of Labor, Health and Human Services, Education and related Agencies Appropriations Act of 1995, Pub. L. 103-333, Section 507: Purchase of American-Made Equipment and Products
- The Pro Children Act of 1994, Part C, Pub. L 103-227

As the duly authorized representative of the applications, I hereby certify that the Applicant will comply with the above Certifications, Licenses and Assurances

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Authorized Representative Signature and Title

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Date

## Work Plan

<b>Agency:</b>							<b>Submission Date:</b>					
<b>Services Area:</b>							<b>Project Manager:</b>					
<b>Budget:</b>							<b>Telephone #:</b>					
<b>Measurable Objectives</b>	<b>First Quarter</b>			<b>Second Quarter</b>			<b>Third Quarter</b>			<b>Fourth Quarter</b>		
<b>Objectives:</b>	<b>Aug</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
<b>Activities:</b>												
1.												
2.												
3.												
4.												
5.												
6.												
7.												



## Budget Form

<b>Organization:</b>		<b>Program Year:</b>	
<b>Service Area:</b>		<b>Project Manager:</b>	
<b>Budget:</b>		<b>Telephone Number</b>	
<b>CATEGORY</b>	<b>GRANT FUNDS</b>	<b>MATCHING FUNDS (If Applicable)</b>	<b>TOTAL</b>
Occupancy			
Travel			
Equipment			
Materials and Supplies			
Consultants/Contractual			
Other Direct Cost (specify)			
Subtotal Direct Costs			
Indirect/Overhead (Not to exceed 10%)			
Total			

## Statement of Confidentiality

### GOVERNMENT OF THE DISTRICT OF COLUMBIA STATEMENT OF CONFIDENTIALITY

I, \_\_\_\_\_ hereby affirm that I will hold confidential any information gathered or disclosed to me as a project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more than ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

---

Signature

Title

Date

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Name of Organization